

Memorandum of Understanding Local Extracurricular Positions 2023-2026

The Sussex County Vocational Technical School District (“District”) and the Sussex Tech Education Association (“Association”) enter into this Memorandum of Understanding (“MOU”) regarding Local Extracurricular Positions which is Appendix G, H, and I of the current 2023-2026 STEA contract.

In addition, this MOU adds Article 16: Local Extra Curricular Positions

16.1 Compensation:

1. Compensation is determined by the negotiated agreement.
2. Stipend amounts are paid in two installments each school year.
3. Split contracts are paid half of the allocated stipend amount.
4. The District will financially support advisor travel to state and national student competitions according to School Board policy.

16.2 Local Extracurricular Position Hiring Process:

1. Local Extracurricular Position contracts terminate at the end of each school year.
2. Employees in Local Extracurricular Positions during the previous school year may be recommended by administration, without posting or advertising the position, to the Superintendent.
3. The district reserves the right not to renew or not to post any position regardless of an employee’s proficiency rating.
4. If a vacancy exists:
 - a. The position will be posted for a minimum of five workdays.
 - b. If a position cannot be filled from within the District, the position will be posted externally for consideration of outside applicants.
 - c. If an interview is necessary, an interview committee shall make a recommendation to the Superintendent for final consideration.

16.3 Procedure to Establish a New Local Extracurricular Position:

1. Employees interested in sponsoring an activity (not addressed by DIAA) must demonstrate the success of the activity for one school year. An initial plan should be proposed to the Principal with a plan for the one-year trial period.

After this period of time, the employee interested must:

 - a. Make a written proposal to the building principal to establish a paid position. Proposals should include documentation to justify the activity based upon student participation, alignment to school district mission and values, and benefit to the school district community.
 - b. The Principal will meet with the employee to determine if there is a justification of need and make a written request to the Superintendent for final consideration.
 - c. The Superintendent will determine the compensation for any new local extracurricular position.
 - d. New positions may be denied at any stage of the process.
2. The Superintendent reserves the right to add a position at any time.
3. Upon administrative approval a job description may be established for the position in conjunction with the STEA.

16.4 School Year 2024-2025 Only:


1. The District will work in conjunction with the STEA to create job descriptions with minimum expectations for each Local Extracurricular Position.
2. All Local Extracurricular Positions will be posted for the 2024-2025 school year only.

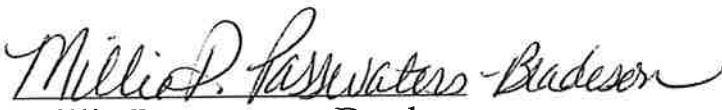
Local Extracurricular Positions


Name	23-24 Pay
Band Director - Per Semester	4,320
Color Guard - Band Assistant	1,155
Dance - Band Assistant	1,155
Percussion - Band Assistant	1,155
Class Advisors	1,279
Honor Society Advisor	853
Key Club Advisor	1,279
Technicolor Advisor	1,279
Gaming Club Advisor	1,279
Math League Advisor	1,279
Multiplying Good Advisor	1,279
National Technical Honor Society	853
Photography Arts Club Advisor	1,279
Raven Eyes	3,396
Science Olympiad Advisor	1,279
Spanish Honor Society	853
Weight Room/Open Gym (Fall, Winter, Spring, Summer)	1,705
DECA	1,279
Educators Rising	1,279
FFA	1,279
HOSA	1,279
Skills USA (2)	1,279
Drama Production Coordinator	4,202
Drama Production Coordinator Assistant	1,366
Drama Tech & Set Design Coordinator	788
Fall Play Director	573
Musical Director	573
Academy Coaches	3,677
Techademic Coaches/Coordinator	3,397

After school Testing / In-school Suspension	18.10
Choir Club Advisor	1,279
Communication Arts Club Advisor	1,279
Instructional Coaches	853
Mock Trial Advisor	1,279
Professional Development Team	1,557
School Climate Supervisor	1,279
Y.E.L.L. Advisor	1,279


 Katie Birmingham, STEA


 Jason Peel, Ed.D., Director
 Human Resources &
 Support Services


 Millie Passwaters-Bradson,
 STEA


 Kevin E. Carson, Ed.D.
 Superintendent

APPROVED OCT 11 2023